



City of Imperial Beach

Building Division

825 Imperial Beach Blvd

Imperial Beach, CA 91932

(619) 628-1356 ----- Fax (619) 424-4093

Suggested Checklist of Submittals for Commercial & Industrial Tenant Improvements

This checklist is a summary of information that you must provide to obtain a Building Permit for a Commercial or Industrial Tenant Improvements in the City of Imperial Beach. This list is provided to assist you in achieving an acceptable and complete initial submittal when applying for a Building Permit; your design professional should determine which items apply to your project, if there are question, Building staff will assist you in determining which items apply to your project.

I. Separate Plans, and/or Permits and/or Clearances Required

- ☐ A. Administrative review Permit/Zoning Clearance (attach all approvals & responses to any conditions of approval to each submittal)
- ☐ B. Floodplain Development Application.
- ☐ C. Standard BMPs are required for all projects fill out for m 7-A & 7-B, a Water Pollution Control Plan is (WPCP) required for construction/demolition projects doing grading/soils disturbance or using materials containing materials affecting water quality negatively if discharged from the site (paints, solvents, concrete etc.).
- ☐ D. Storage racks with storage level over 8 feet high, requires permits. Provide calculations and details.
- ☐ E. High piled storage areas (commodities as regulated by the Fire Code)
- ☐ F. Automatic fire sprinklers, smoke detection systems, and fire alarm systems
- ☐ G. Hazardous materials including: flammable liquid storage areas; compressed gases
- ☐ H. Spray booths or cooking hoods also need a Fire approval and permit.
- ☐ I. Demolition of structures on site: clearance from the Air Pollution Control District, utilities shutoff letters, Hazardous Materials Assessment etc.
- ☐ J. Engineering ; ___ Trash enclosures ___ Grease Traps ___ Water Meter ___ Encroachment permit
- ☐ Engineering; Grading, drainage and site improvement plans are required for projects valued at \$50,000.00 or more.
- ☐ K. External Regulating Agencies ; Health Dept. ___ , Air Pollution Control Board ___ Fire Dept.

Notes:

1. Plans can be combined for simple buildings, if clarity is maintained.
2. This is not a complete list of all required submittals, additional information may be required after plan review.
3. Other departments and agencies review and approval may be required.

II. Document Submittal List

- ☐ A. Drawings:

4 sets ; 5 sets needed if Planning approvals as noted above are required.

24 inch x 36 inch Suggested Minimum Plan Size

- ☐ 1. General Information
- ☐ 2. Plot Plan
- ☐ 3. Key Plan for location within building
- ☐ 4. Architectural Plans:
 - ☐ a. Floor Plan
 - ☐ b. Elevations, Sections
 - ☐ c. Other details
- ☐ 5. Structural Plans:
 - ☐ a. Structural framing details
 - ☐ b. Anchorage and bracing of walls and equipment
 - ☐ c. Suspended ceiling framing
 - ☐ d. Other details as appropriate

2 sets; each including relevant information from Architectural Plans

24 inch x 36 inch Suggested Plan Size for the following;

- ☐ 6. Plumbing Plan
 - ☐ 7. Mechanical Plan
 - ☐ 8. Electrical Plan
- ☐ **B. Calculations:** 3 sets
- ☐ 1. Structural Calculations (for vertical and lateral load)
 - ☐ 2. Title 24 Energy Calculations and Forms
- ☐ **C. Other Documents:** 3 sets
- ☐ 1. Hazardous Material Inventory List (List type & quantities of chemicals stored on site)
 - ☐ 2. Specifications
 - ☐ 3. Title 24 Accessibility forms to be completed and signed

III. Expanded Information on Above Documents

- ☐ **A-1 Information**
- ☐ 1. Sign & Stamp on documents by Design professional; Architect, or Engineer (cover sheet to be Wet Signed)
 - ☐ 2. Name, title, address & phone number of Design professional
 - ☐ 3. Project name & address, as well as Project Owner's name, address, & phone #
 - ☐ 4. Cover Sheet Information:
 - ☐ a. Applicable Codes and Editions (CBC, CMC, CPC, CEC & CA Energy Codes)
 - ☐ b. Description of scope of work
 - ☐ c. Occupancy group(s) and type of construction
 - ☐ d. Allowable Floor Area Calculations

- ☐ e. Gross tenant area listed per each floor and each tenant
- ☐ f. Index of Drawings
- ☐ g. Legend of proposed construction
- ☐ 5. Scale for all Drawings and Details

☐ **A-2. Plot Plan**

- ☐ 1. Lot dimension showing whole parcel, property lines, easements & street location(s)
- ☐ 2. Building footprint with all projections, utilities on site & dimensions to property lines
- ☐ 3. Vicinity location Map and North Arrow
- ☐ 4. Parking layout, driveway locations, & sidewalk design (Fully detail all Disabled Accessibility Features)
- ☐ 5. Detail exit door locations

☐ **A-3, Key Plan**

- ☐ 1. Location within Building where work is being done
- ☐ 2. Path of travel from spaces to exterior exits
- ☐ 3. Path of travel to main entrance for accessibility per State Disabled Access regulations

☐ **A-4, A-5. Architectural and Structural Plans**

- ☐ 1. Foundation Plans
- ☐ 2. Structural Floor Plan
- ☐ 3. Roof Framing Plan
- ☐ 4. Architectural floor plan of unit and building plans
- ☐ 5. Exit location(s), paths, and lighting
- ☐ 6. Exterior elevations (when changes to existing are made)
- ☐ 7. Structural Material Specification
- ☐ 8. Structural and Architectural Details
- ☐ 9. Typical cross sections in each direction (where necessary)
- ☐ 10. Reflected ceiling plans with bracing and support details
- ☐ 11. Provide details of all features and fixtures in compliance with the State Building Code Disabled Accessibility standard (Chapter 11 or 11A)
- ☐ 12. Details
 - ☐ a. Window Schedule: List sizes & types(detail egress, safety glazing locations & Skylights)
 - ☐ b. Door Schedule: List size & types (detail fire ratings, hardware, closers, & thresholds)
 - ☐ c. Flashing: vertical and vertical to horizontal junctures of materials
 - ☐ d. Footing, piers and grade beams
 - ☐ e. Changes to floor or to foundation system (e.g. slab to wood frame)
 - ☐ f. Post and girder intersections
 - ☐ g. Roof: eaves, overhangs, rakes, and gables

- ☐ h. Handrails, guardrails, and support details
- ☐ i. Structural sections with details at foundation, floor, and levels
- ☐ j. Details of fire separations with assembly numbers and sections
- ☐ k. Detail all fire penetrations and openings; include assembly numbers
- ☐ l. Cross section of fire rated corridor, door ratings, smoke/fire damper locations
- ☐ m. Finish schedule with flame spread ratings

☐ **A-6. Plumbing Plan**

- ☐ 1. Plumbing fixture and single line schematics (isometric diagram may be required for complex plumbing plans) with pipe size calculations Sizing Calculations
- ☐ 2. Chemical Waste & Piping Plan (Will need Water Pollution Control & Hazmat Approval)

☐ **A-7. Mechanical Plan**

- ☐ 1. HVAC Plans (location, size, duct layout, smoke/fire dampers)
- ☐ 2. Roof/Wall Penetration details and specifications
- ☐ 3. Environmental and Product Conveying Duct Plan
- ☐ 4. Gas Piping and Sizing Calculations
- ☐ 5. Kitchen Plan For Commercial Kitchens & San Diego Co Health Depart Approval

☐ **A-8. Electrical Plans**

- ☐ 1. Outlet, fixtures, switches, service panels, subpanels
- ☐ 2. Wire and conduit sizes on electrical one line drawing
- ☐ 3. Reflected ceiling lighting plan (including Exit lighting as applicable)

☐ **B-2 Energy Requirements**

- ☐ 1. Provide all forms and calculations required by T-24 for this project, with required signatures on documentation.
- ☐ 2. Provide a list of mandatory features.
- ☐ 3. Provide all Certificate acceptance forms required under T-24 for this project.